

*Town of*



*Amherst* Massachusetts

TOWN CLERK

Sandra J. Burgess, Town Clerk  
Town Hall  
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October 22, 2013

Dear Town Meeting Member,

There will be two check-in tables at the first session of the November 4, 2013 special Town Meeting.

This is being done in order to expedite the check-in process so that as many town meeting members can be in their seats when a quorum is called.

Subsequent sessions will have one check-in table in the normal location.

Precinct 1 – 5 town meeting members will form a line in the hallway leading to the door at the left (as you walk into the building)

Precincts 6 – 10 town meeting members will form a line in the hallway currently used for check-in.

Signs will be displayed to direct you to the appropriate check-in line.

You will be given a set of tally vote cards for the duration of the Special Town Meeting. Please remember to bring unused cards with you to each session. Having to supply extra tally vote cards is disruptive to the process and a waste of resources.

Make sure the check-in clerk puts a check next to your name so that your attendance can be correctly recorded.

You must check in before every session of town meeting.

If you do not check in your attendance cannot be verified and is problematic if a tally vote has been cast.

Thank you,

Sandra J. Burgess  
Town clerk